

Application for requesting examined satisfaction report after repairing of Government vehicle
NO.....

I. Examiner of Motor Vehicles
District Secretary/ Head of the Department, through

The Following Repairs have been done. Need your recommendation for the follow up action please.
 Relevant documents, subject file, invoice & removed spare parts are submitted for your concern.

1.
2.
3.
4.
5.
6.
7.
8.
9.

.....
 Date

I Satisfy with above repairs and added spare parts please.

.....
 Subject Officer

.....
 Date

.....
 Driver

II. Recommended / Not Recommended

.....
 Date

.....
 District Secretary/ Head of the Department

III. Observation & recommendations of examiner of motor vehicle

Removed spare parts on repaired vehicle have been presented /Not presented

Date

.....
 Examiner of motor vehicle

IV. District Secretary

All the above repairs have been mentioned in the log book. Need approval to handing over the removed spare parts to the stores & welfare

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 Subject Officer

V. Approved / not approved

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 District Secretary/ Authorized officer

VI. Items checked as per the above

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 Handing over

Name of the officer

.....
 Taking officer
 Name of the officer

- You can prevent unnecessary delays in vehicle examination by providing the relevant files, log book, certificate of vehicle registration and details of other details.
- Rs; 150/= will be charged for each vehicle regarding above as per the letter no 11/209 dated 1996/10/22 of department director general.